

3. Basic Fundamentals Of Research Report Writing

Dr. R. S. Bhakuni

Associate Professor, Political Science,
Government Degree College, Doshapani,
District – Nainital (Uttarakhand).

Introduction:

Report writing is a basic task of researcher, since no research can be completed without its report, in fact, a research without report can be considered as a house without roof. A research study culminates in writing of report, which is a tool for communicating the various aspect of study, as the problem, or topic investigated. The ability to write effective report is one of the most useful skills a researcher can acquire, the report may be elaborately formal, or it may be a letter to many organizations and institutions according to their needs, instruction, or manuals.

As we know that work of research is formal in nature, due to this every research scholar have to present his all research works and findings in written form after completing his research. However it is last part of research work but its importance is very much valuable in research, the research report is the basis of all assessment of research work by a research scholar, research report increase our vocabulary of knowledge, provide strength to theoretical and practical aspect of knowledge. There are many differences in report writing on the basis of size of research, many universities, research institutions, organization have their own instructional manuals for report writing, but all are expected to follow traditional trend in respect of writing style and presentation. Though it seems conservative, unnecessary to follow such trend in the field of research, but it is essential to smoothly communicate research works and research results. Every research scholar should have to follow the research instruction according to standards, tradition, systematically. The report identifies areas for further research, if any, and for fresh hypothesis. Analysis and inferences, suggestions and observations,

footnotes and appendices, etc. should also find a place in report. It should include specific recommendations for a course of action. Likewise, all necessary information materials should be presented in the most appropriate manner. It should be purposeful and take account the reader and his test and preference when it is written. In the normal course, the report writer should consider such question as: who will read the question? What way is the report going to be useful? Or what are the questions the report should answer?

Type Of Reports:

For the purpose of convenience, on the basis of approach, the report can be classified under the following titles:

- Thesis;
- Dissertation;
- Project report;
- Business report and memorandum;
- Commission enquiry report.

On the basis of presentation, the report may be classified as:

- Inductive report;
- Deductive report;
- Step-by-step report;
- Time –sequence report;

A business report or memorandum may be defined as a simple business communication from one departmental head to another or one functional area to another or from top to bottom in the organizational structure on any specific aspect of day-to-day business activity.

A project report is the report of a project undertaken by an individual or a group of individuals or any functional area or any aspect or segment of any functional area of the business, industry or society.

A dissertation is a detailed discourse or report on the subject of the study that was undertaken. This usually used as a document to be submitted for the acquisition of a higher degree from a university. A thesis, too, is a detailed dissertation, which maintains a valuable proposition or hypothesis, written on the basis of a detailed research. This too, is used for academic purposes, as the dissertation is. A commission's enquiry report is detailed report prepared by a commission appointed for the specific purpose of conducting a detailed study of any matter of dispute or of anything which requires a greater insight so that it may facilitate a future course of action. It is an expert opinion.

Business report and memoranda are brief observational reports that assist one in arriving at business decisions, while project reports are detailed reports which are written with a specific purpose in mind, though they too may have implications for business decisions.

The inductive pattern of report writing is one of the oldest patterns of presenting one's thoughts. Aristotle had pointed out long ago: "A whole is that which has a beginning, middle, and an end." This type of report goes from the specifics – facts, figure, materials of research – to general conclusions, summary, recommendations, etc. such reports use the well-tested method of starting with introductory material and progressing through factual support to conclusions. The reader who likes to examine all the evidences, who wants to look at the whole situation carefully before he makes up his mind, usually welcomes reports of this kind. Generally, they arouse less antagonism that if he were confronted with what he considers disagreeable, unusual, or "unfounded" conclusions and recommendations.

The deductive pattern of report writing is the most accepted type of report writing in the business world. It is obviously known as the executive report, the management report, or the action-getting report. This is the pattern of presentation that goes from the general to the specific, i.e., from the more important to the less important. It tends to become more detailed or more specialized in its last pages because it is designed for a reader whose fundamental question is: “What do I need to know to act or to decide?” he wants the answer at the very outset. The writer has a special obligation to think his way through to the central issue or to the main point. It is almost like a newspaper report. One who goes through the title or initial introduction would be able to get a general idea; and when one goes on reading, the specific areas are unveiled. The writer has to start on common ground with the reader in the deductive pattern of report writing.

A step-by-step presentation doesn't follow any hard and fast rule, it simply presents material low-by-bow. It is a way of presenting the events or steps in an operation frequently following one another in a point of time. But the steps need not necessarily come to a conclusion or an end. A step-by-step pattern is well adapted to reports on manufacturing operations, where a step-by-step analysis is essential. PERT/CPM is well known, which systematically operates on a step-by-step basis. Sometimes, this pattern is well suited to progress reports which cover only a short period of time.

The time-sequence pattern of report writing is almost like that of the step-by-step presentation; but it lays greater emphasis on the time element. It is an easy way of writing a report by merely following the pattern the research material itself offers in a sequence of time. Some readers prefer analysis based upon a sequence of time of events. They foster a notion that such pattern is the best way of presenting all the background information to those who never like the report to be summarized or condensed.

Steps In Report Writing:

Many researchers find it difficult to make their research reports meaningful, though they toil and moil to complete the project successfully. Many a time they lose heart when they start writing their reports, because they realize that their effort is not up to the mark. They have the desire, but not the necessary skill, nor have they the will to humble themselves and to pick up; they pose too much. They are like a school boy who starts writing his home work with great enthusiasm. Though he is ignorant of what he is doing, he poses as an expert; and hence he has the delicacy to learn it from somebody. It ultimately motivates him to be a copy-master, and ruin himself. This is the background against which many so-called researchers turn themselves into copy-master and compilers. Some wish to have a bed of roses in research and report writing.

They may be task-masters, but they fail to complete their task. Some may be good researchers, who may be painstaking but easy-going. They may keep on waiting until the eleventh hour. In the process, their overconfidence may be fatal to the whole mission. At last they are forced to complete a hotchpotch report.

Taking into account all these realities, a few steps may be suggested, which would enable the researcher to complete his task of writing a report clearly and cogently.

These steps are:

1. Plan the project well in advance; fix the target and the final date of completing the report.
2. The time for completing data collection and data processing should be well planned and implemented (ensure that adequate data are kept ready).
3. The time for report writing should be planned, and the task of report writing should not be put off till the last minute. At least one-third of the total project time should be earmarked for this purpose.

4. Select a structure for the report, arrange in groups the data, documents, bibliography, etc. in conformity with the structure of the research report.
5. Prepare an outline based on the structure, which should cover the main points and sub-points in detail.
6. Prepare rough point-by-point skeleton for each chapter theme and crystallize the report in a mental exercise. Do not hesitate to discuss the skeleton with somebody who is well-versed in research and writing, and who can be taken into confidence.
7. In the event of any doubt, get it cleared by reading, thinking, recollecting and discussing, before going farther. Put everything in a logical sequence.
8. It is always good to get the benefit of the guidance of a good guide at all stages.
9. Avoid easy – going and short-cut methods and don't hesitate to write an entire first draft. Even when the whole report is in black and white, be aware that it is not all perfect, and therefore, calls for much improvement.
10. Put the completed rough draft away for several days until you can bring a fresh mind to bear upon it. The researcher is then in a position to view it afresh and make substantial changes.
11. Revise the draft thoroughly before the report is typed. Do not hesitate to eliminate any irrelevant and inappropriate portion.

Formatn Of The Research Report:

A research report usually follows a fairly standardized pattern. The following outline presents the usual sequence of various sections.

1. Preliminary Section Or Front Matter:

- Title page
- Approval Sheet
- Acknowledgements
- Preface or forward

- Table of contents
- List of tables (if any)
- List of figures (if any)

2. Main Body Of The Report (Secondary Section):

1. Introduction:

- Significance of the problem
- Statement of the problem
- Purpose of the study
- Assumptions and delimitations
- Definition of important terms
- Statement of Hypotheses
- Assumption Underlying the Hypotheses.

2. Review Of Related Literature Or Analysis Of Previous Research.

3. Design Of The Study:

- Procedures used
- Methods of gathering data
- Description of data gathering instruments.

4. Presentation And Analysis Of Data:

- Text
- Tables
- Figures

5. Summary And Conclusions:

- Brief Restatement of Problem and Procedures
- Description of procedures used
- Principal Findings and Conclusions
- Recommendations for further research.

3. Reference Section (Complementary Part):

- Bibliography
- Appendix
- Index, if any.

The first step towards preparing a report should be the preparation of an outline of its major divisions and then sub-divisions in the form of headings and sub-headings of proposed chapters, sections or even paragraphs. This outline would guide the researcher in arranging material at his disposal in an orderly manner as it sets down the design of the report.

Preliminary Section:

The Title Page:

Several pages of preliminary material precede the body of a report in a dissertation. The first page of the report is the title page. Although title page forms differ from one institution to another, they usually include,

1. the name of the topic or the title of the study,
2. full name of the candidate and his previous academic background,
3. name of the faculty and institution to which the report is submitted,
4. degree for which the report is presented,
5. the date of presentation.

These items are centered between the margins of the page and no terminal punctuation is used. The title is presented in capital letters, but only the initial letters of principal words are capitalized in other items. If the title extends beyond one line, it is double-spaced and placed in an inverted pyramid style.

The title should be concise and should indicate clearly the purposes of the study. It should not claim more for the study than it actually delivers. Its key words would make it easy for the bibliographer to index the study in the proper category.

Approval Sheet:

If the institution requires an approval sheet, a page of the dissertation allots space for the dissertation committee.

Acknowledgment:

The acknowledgement page is largely a matter of courtesy. The investigator acknowledges the guidance and assistance he has received in carrying out the study. It conveys indebtedness for the professional, academic and administrative assistance received by him. Good taste calls for acknowledgements to be expressed in a simple and restrained language. Flattery and effusive recognition for routine participation by members of the writer's family, faculty advisors, librarians and clerical helpers are considered unnecessary and in poor taste.

Preface or Foreword:

Sometimes a preface or foreword, one or two pages long, follows the acknowledgment page, containing some initial remarks and perhaps a brief statement of the scope, aim and general character of the research.

Table of contents:

it occupies a separate page or pages, gives the readers a bird's eye-view of the report and enables them to locate quickly each section of it. It includes in it the chapter headings, the major sub-divisions of the chapters and sometimes the topics within the sub-divisions. The chapter titles are usually typed in capital letters and the sub-divisions headings in small letters with the initial letter of the

principal words capitalized. All titles and headings appear in the exact words and order as they do in the report, and each is followed by the correct page citation.

List of Tables and Figures:

If tables and figures for a part of the report, their lists are given on separate pages. The full titles of figures and tables, worded exactly as they appear in the text, are presented with corresponding numbers and page locations.

All pages in the preliminary section are numbered at the centre of the bottom margin with lower-case Roman numerals (i, ii, iii, iv etc.).

Main Body Of The Report (Secondary Section):

The kernel of the study, the data and their analyses, follows the preliminary materials. The body of the report contains a number of divisions.

1. Introduction:

It serves as an orientation to the investigation. In the introduction you state and analyses the nature of the problem and develop a foundation for your investigation. It usually includes a statement of the factors leading up to the choice of the problem, the purposes of the study, the value and significance attached to the probe by the investigator as a contribution to education and any information to express the sincerity of the investigator in his selection.

Statement Of The Problem:

A statement and elucidation of the problem sometimes forms a part of the introduction, but more often it is set up as a separate chapter. If the problem is stated in a clear-cut and logical manner, the reader is able to get a sufficiently clear insight into the study from the very beginning. It has been stressed in an

earlier chapter that the problem should be finalized and stated after a sufficient study, reflective thinking, consultation, discussion and guidance.

Significance Of The Problem: The background of the problem under study is thoroughly provided in the first pages of the study is developed by giving its significance and importance.

Purpose Of The Study: The importance of the investigation will be further highlighted by enlisting purposes and objectives of the study.

Assumptions And Delimitations: Any technical assumptions behind the investigation will also be clearly stated. The exact area the investigation is supposed to cover must be well demarcated. The sources of information selected, and their nature and delimitations should be mentioned and justified.

Definition Of Important Terms: Then one can define the terms that are essential to the study or are used in a restricted or unusual manner to the reader may understand the concepts employed. It gives the reader a clear concept of the scope of the study and the precise explanation offered for the problem.

Statement Of Hypotheses: Then the investigator gives the hypotheses he has formulated for the purpose of collecting further evidence for the verification of the same.

Assumptions Underlying The Hypotheses: The hypothesis/hypotheses are formulated only after some experience and evidence. Any assumptions underlying the same or restrictions placed on the same are also stated in order to build essential justification of the same.

2. Review Of Related Literature: The section revises the important literature related to the study. Previous research studies are abstracted and significant writings of authorities in the area under study are reviewed. This part of the report

provides a background for the development of the present study and brings the reader up to date. Since further research is based upon everything that is known about a problem this section gives evidence of the investigator's knowledge of the field. A brief summary, indicating areas of agreement or disagreement in findings, or gaps in existing knowledge, should be included. The author finds an opportunity to justify his own Endeavour and to emphasize new, worthwhile elements of his study. This resume is neither a summary of everything you have read nor a chronological list of the most pertinent abstracts that the reader must dissect to discover how they relate to the present problem. Rather the resume is a well-integrated discussion of the previous relevant studies and theories which points up the issues involved in the present investigation. In a logically structured discussion, you bring together the results of the existing research, show how the studies are related, point out areas of agreement and disagreement, and indicate where gaps or weaknesses problem, the need for conducting the investigation, and the logical rationale that justifies your hypothesis become evident when the problem is placed in this wider framework of knowledge.

3. Design Of The Study:

The third section explains the design of the study in detail. The size and selection of the sample, the variables and the controls employed, the sources of data, the tools, and methods or gathering data, the reliability of instruments selected or constructed, and the statistical procedures used in the analysis are carefully described.

Procedures Used:

This sub-section describes the method of attack employed in the investigation. It gives an accurate, detailed description of how the work was done. Your objective is to provide an explanation that will enable the reader to repeat the

investigation-reproducing the exact conditions of the original study-to check its findings. One may present:

1. A definition of the population and an explanation of why the population is relevant for the study.
2. The rationale of the size of the sample
3. How the sample was selected
4. Data that describe characteristics of the subjects that are relevant to the problem
5. The number of subjects who defined to participate, dropped out, or did not participate in all parts of the study and why
6. Where, when and what type of data were collected any by what instruments
7. The number of times and order in which the instruments were used, and the time allotted to each data collection session
8. The rationale for selecting the design-the assumptions made, experimental controls established, how subjects and treatments were assigned to groups, and how variables were manipulated
9. The verbal or written directions, and the briefings and briefings given the subjects.
- 10.The characteristics of interviewers or observers and how they were trained.
- 11.The type of interviewers or observers and how they were trained
- 12.The types of data analysis made, the reasons for choosing the particular statistical procedures employed and the level of significance selected
- 13.How the data will be presented
- 14.An account of the pilot study
- 15.An explanation of any methods that were employed and abandoned because they prove3d to be inadequate or valueless.
- 16.Suggestions for improving the procedures in further studies.

Methods Of Data Gathering:

there are various methods and techniques of data gathering. The methods and techniques preferred by the investigator for his study have to be justified and described in detail. These methods for his study have to be justified and described in detail. These methods and techniques have to be determined in the light of the nature of the problem and the sources of relevant data

Description Of Data-Gathering Instruments:

Well-known data-gathering instruments and readily available apparatus are described briefly, and references are listed to reveal where more detailed discussions may be found. But if new apparatus of instruments or variations of old ones are employed, detailed descriptions and drawings of them and clear explanations of how they were used are given. After describing the investigative instruments, you explain the procedures employed to calibrate those that require it. For any non-standardized instrument, you obtain independent validity and reliability estimates and, when applicable report whether they are lower than the estimates in the original study. For standardized instruments, you indicate why the original reliability and validity data obtained during the standardization process apply in this study, or, if you use a sample that differs from the samples used in the standardization process, you obtain independent estimates. Before presenting the results of your findings, you check to make certain that no essential information has been omitted, that the reader must possess to follow or to comprehend the rest of the report or to replicate the study.

4. Presentation And Analysis Of Data:

The data analysis and interpretation may be presented in separate chapters or may be integrated and presented in one or more chapters. This is the heart of the research report. Sometimes, separate chapters are devoted to the tabulation,

analysis and the interpretation of data. The arrangement depends on the quantity of information one has to convey to the reader regarding the different stages in the process of the development of the study. Analysis and interpretation of data have to be done through the media of text, tables and figures, which are discussed below separately.

Text:

Because of the wide variety of studies and kinds of data that exist, no specific directions can be given for organizing this section of the report, but the descriptive and inferential aspects of the data are analyzed for each problem hypothesis, null hypothesis, or sub-problem in turn. Data relevant to each hypothesis must be categorized, manipulated and summarized in ways that reveal the pertinent information required to confirm or disconfirm the hypothesis. In most studies, the raw evidence is subjected to specific statistical treatments and the values that are obtained, rather than the raw data are reported in the study. The statistical treatment to which the data were subjected is clearly specified. For each statistical method used, your present evidence indicating that the assumptions underlying its use have been met.

Extracting the meaning from the data is one of the most difficult, and delightful phases of an investigation. In the textual discussion of the data, you do not repeat all the detailed information but rather point out important facts and relationships, make certain generalizations about the data, refrain from making any generalization that is not solidly supported by the data, and interpret that data. After drafting an explanation, you examine the data for exception, try to account for them, and restate your explanation if necessary. If more than one explanation can be given for a particular aspect of your data, you discuss honestly and thoroughly all explanations-not merely the one you favour, but you are free to marshal all the evidence you can to indicate why you have rejected rival

explanations. Your decisions, of course, might be disputed by another investigator. When stating the results of the study, careful qualifications are included that stipulate the precise conditions, situations or limits for which the findings are valid, such as the nature of the population to which the conclusions apply.

In reporting and interpreting the data, you note whether the relationship exists between the independent and dependent variables that must exist to confirm your hypothesis, point out that certain other variables that might have affected the dependent variable were controlled and call attention to uncontrolled variables that may have affected the results and discuss their possible implications.

In interpreting the data, you once again scrutinize the adequacy and appropriateness of the research design, methods of observation and measurement and types of analysis for the research problem.

Your main objective in an investigation is to note whether hypothesized relationships are confirmed, but if you note any unpredicted relationships, your report these findings and suggest that they should be substantiated in specifically predicted and tested independent studies. In interpreting the data, you point out how consistent or inconsistent your findings are with those of related studies and with the demands and expectations of the theory you have reviewed in the introduction of your report. In this manner, you tie your study into the network of existing scientific information and make your contribution to the advancement of knowledge.

Tables And Figures:

Apart from textual discussion, the data are critically analyzed and reported through tabular and graphic devices. Good tables and figures are constructed and titled so that they are self-explanatory. They are relatively simple, pointing up

one or two significant relationships. If complex tables are developed, they should be placed in the appendix.

5. Summary And Conclusions:

This is the fifth section of the main body of the report. The summary is probably the most difficult section of the report to write. Beginning researchers are sometimes guilty of over generalizing on the basis of their limited data. Previously held convictions, not tested by the analysis, creep into the discussion. The course instructor often has to comment. “Your study to this point has been good. Your summary is disappointing. What you have reported may possibly be true, but there is nothing in your study to justify or support your conclusions.”

In the summary, you briefly review the procedures, findings, and entire development of the study. The important points in the study are brought together in the summary, but not all the evidence upon which they are based is repeated. The conclusions are stated precisely and related directly to the hypotheses that were tested. The conclusions announce whether the findings of the study confirmed or disconfirmed the hypotheses. If the conclusions modify an existing theory, this fact is discussed. If the data have any implications for educational programmes or practices, these may also be discussed.

The summary and conclusion chapter is the most widely read part of a study because it recapitulated the information that has been presented in the previous sections of the report. Most readers scan the summary first to obtain an overview of the problem and to determine the usefulness of the study to them. If the study is pertinent to their purposes, they examine the remaining chapters.

In addition to the summary, some institutions required a candidate to submit an abstract of 600 words or less to fulfill requirements for a degree. An abstract

serves no as a substitute for the summary and conclusion chapter but rather as a synopsis, enabling a scholar to judge whether he should read the complete work.

Brief Restatement Of Problem And Procedures:

After a brief statement of the problem and a description of the procedure used in the investigation, the findings and conclusions are presented.

Description Of Procedure Used:

The procedures used, the design of the study, methods of research employed, the techniques and tools used for data collection, treatment of data, the methods of analysis and interpretation of data and all other steps are described briefly in order to enlighten any reader in this respect.

Principal Findings and Conclusions: The final unit of report usually contains the findings of the study, the conclusions the investigator has arrived at and the generalization he has formulated. In stating the conclusions, the investigator must indicate what his contribution has been to his field of study. Negative as well as positive results should find a place in the conclusions.

Recommendations For Further Research:

It may be appropriate in concluding this part of the report to indicate promising side-problems that have been uncovered and to suggest areas or problems for further investigation.

Reference Section:

The bibliography, appendix and index which will be discussed in detail later in this chapter, follow the main body of the report.

Bibliography:

The bibliography is preceded by a sheet containing the word BIBLIOGRAPHY, capitalized and centered on the page. The first page of the bibliography has the centre BIBLIOGRAPHY. The method of referencing a particular type of source should be consistent down to last comma.

Appendix:

An appendix, if included, follows the bibliography. You do not merely dump left over products of the study in the appendix; rather you present relevant supporting materials that are too unwieldy to be placed in the body of the dissertation.

Index:

If a study is compiled, of major importance, or to be published in book or monography from you also prepare an alphabetized index, which follows the appendix.

Style And Typing Of The Research Report:

A typist with great proficiency should be engaged for typing the research report. It is the responsibility of the researcher to present manuscript material to the professional typist in proper form. The manuscript should adhere strictly to the institutional requirements to which the report in the form of a thesis, desertions or research article is to be presented. A well and accurately typed report makes its presentation interesting and meaningful to the reader. The following are some rules which should be followed while typing the research reports.

General Rules For Typing Research Report:

- A white bond paper of 8 1/2 by 11 inches size of 13 to 16-pound weight should be used for the original and first carbon copy of the thesis or dissertation. A lighter weight paper may be used for other carbon copies. Any bond paper is acceptable for typing the research article.
- Material should be typed on one side of the paper.
- A typewriter with large (pica) type should be preferred. Same style and size of type should be used throughout the report.
- Use a non-greasy, fresh and black carbon paper, a medium-inked type writer ribbon, and clean type to get a clear and dense copy.
- The right margin should be one inch, the left margin 1 1/2 inches, the top margin 1/4 inches, and the bottom margin 1 1/2 inches.
- All textual material should be double spaced.
- Throughout the manuscript an indention of seven spaces should be used at the beginning of paragraphs and quotations.
- Dividing of words at the end of the line should be avoided as far as possible.
- The body of the text is normally double spaced. Different spacing is required for quotations, footnotes, tables and figures, appendices and index (if any): These requirements are outlined with the discussion of each of these separately.

Rules For Typing Different Section Of Research Report:

The pattern and rules for typing preliminaries, main text, tables, footnotes, quotation, bibliography, appendix and index (if any) vary slightly from each other. A detailed discussion of each of these will help the researcher to provide the typist with the necessary directions for producing a satisfactory typescript.

1. Title Page:

Most universities and research organizations prescribe their own form of title page and these should be compiled within all matters of content and spacing. The title should be typed in capital letters beginning six spaces from the top of the page. If the title is too long to be centered on one line, an inverted pyramid style should be followed, without splitting words or phrases. It is not a good practice to underline titles and include them within inverted commas. Below the title, other items may be centered or balance against the left and right margins of the page. Other items are not typed in the capital letters, but usually only the initials of the principal words are capitalized. A specimen of the title page is presented in the following pages.

2. Preface Of Acknowledgements:

The heading ‘preface’ or ‘Acknowledgments’ in capital should be centered. There space below it should begin in first line of its contents. The researcher’s initial are placed three spaces below the last line of the contents of acknowledgement and to the right of the right of the centre of the page.

3. The Table Of Contents:

The heading “Table of Contents” in capital should be centered at the top of the page. About three spaces below these headings ‘page’ appears at the right margins. Below this are preface or acknowledgements, list of table and list of figures. Then the heading ‘Chapter’ and ‘page’ are in the capital form. The ‘preface’ or ‘acknowledgements’, ‘list of tables’ and ‘list of figures’ along with the4 chapter headings should be typed in capital without terminal punctuation. The chapter headings are numbered consequently in roman capitals. The initial letter of the first word of sub-headings and of all nouns, pronouns, verbs, adjectives and adverbs should be capitalized. To insert page numbers for each

division and sub-division, it is advisable to type the table of contents only after the entire final draft of the research report is typed.

4. List Of Tables And Figures:

Following the table of contents are separate pages for the list of tables and the list of figures with headings: List of tables and List of figures respectively. Two space below these headings Table and Page (in case of list of tables) and Figure and Page (in case of list of figures) appear at the left and right margins respectively. The information of each item in these lists include number of the table of figure in Arabic numerals, the exact title of the table or figure, and the page number on which it appears in the main body of the research report. The initial letters of key words in titles are capitalized and no terminal punctuation is used.

5. Chapter Division And Sub-Divisions':

For clarity and ease of reading, the chapters, of theses and dissertations are usually divided into chapter divisions and sub-divisions. This practice is not followed in research articles.

The method of labeling chapter divisions and sub-divisions depends on the number of such division to be made. The kind of headings used includes centre headings, side headings and paragraph headings. In addition, each chapter has a chapter number and chapter heading. Usually, centered headings are used of chapter divisions, and side and paragraph headings for sub-divisions.

6. Pagination:

Every pages of the research report is given a number, although not every page has its page number typed on it. The title page or the initial page of the chapter, bibliography, or appendix does not have a page number typed on it; but a number is allowed for it in the serious. There are two separate series of page numbers.

The preliminaries numbered using small or lower case roman numerals (I, ii, iii, and so on). The title page is assigned the number I, but this number is not typed on it page numbers of the preliminaries should be placed in the centre at the bottom of the page, and are positioned one inch from the bottom of the page without punctuation. Roman numerals end with the last page or preliminaries preceding the main body of the report.

7. Quotations:

When a researcher cannot rephrase a law, mathematical formula, or idea as concisely, accurately, or convincingly as the original author has phrased it, he uses the exact words of the author, exactness means using the same words, the same punctuation, the same spelling, and the same capitalization.

8. Footnotes:

as the name implies, footnotes are normally found at the foot of a page. They serve a number of purpose footnotes, enable the writer to validate and substantiate a point, statement or argument; to explain, supplement, or expand material that is included in the main body of the report; to provide cross references to materials appearing in other parts of the report; to acknowledge and give credit to sources of material that he has quoted directly or indirectly and to provide the reader with sufficient information to enable him to consult sources independently and thus to verify the authenticity and accuracy of material used. Footnotes should not be included for mere purpose of scholarly appearance. They should be used sparingly; only when the material being presented clearly needs acknowledgement or amplification.

9. Construction Of Table:

Tables are used to convey information. They are used to help readers spot important details, see relationships, get a brief overview of the findings, or grasp the significance of data much more quickly and conveniently than through a long textual discussion. Although the use of the tables is not recommended simply to repeat information on adequately covered in the text of the report, the text should contain sufficient detail to support the particular argument being put forward. Some readers feel scared of the figures in the tables and refer to read the evidence presented in the main text. Other readers find tabular presentation easier to follow than written description.

10. Figures:

Figures are devices which are used by a researcher for the purpose of presenting data clearly and concisely. When skillfully used, they reveal important trends or relationships that a reader might not grasp when examining complex statistical data. Figures do not replace textual description, but they may help a researcher to explain and interpret complicated data effectively to the reader.

11. Bibliography:

the bibliography is typed at the end of the main body of the research report. It is preceded by a page bearing the word BIBLIOGRAPHY, Capitalized and centered on the page. The first page of the bibliography has the word “BIBLIOGRAPHY” as centre heading.

The purpose of a bibliography is quite different from that of a footnote. The purpose of a footnote is to give the specific location of the source of the statement made in the text, including the number of the actual page on which the statement appears in the original source. The purpose of the bibliography, on the other hand,

is to identify the whole work rather than a specific part of it. It is to identify the whole work rather than a specific part of it. It would be inconvenient to repeat the general reference on each occasion that a source is cited in a footnote, yet the full details of the source need to be included somewhere in the report for the information of the reader. The style of citation and punctuation in a bibliography is quite different from a footnote. For example, in a footnote the author's name is given in the natural order of initials or first name followed by the surname, but in a bibliography the surname precedes the initials of first name.

Most of the bibliography arrange in a simple alphabetical list the references used by the researcher in preparing the report, but more of them classify references under different headings such as books, journals, reports, newspaper, public documents and miscellaneous. The former method is preferred and generally used.

References:

1. Babbie, E.R. (2007). *The Practice of Social Research*, Belmont, CA: Wadsworth.
2. Creswell, J. (2007), *Qualitative Inquiry and research Design: Choosing Among Five approaches*, Sage Publications, New Angeles.
3. Creswell, J. (2009), *Research Design: Qualitative, Quantitative and Mixed Approaches*, Sage Publications, Los Angeles.
4. Kothari, C.R. (1985). *Research Methodology: Methods and Techniques*, New Age International, New Delhi.
5. Sharma, R.C. & Krishna Mohan, (2007). *Business Correspondence and Report Writing*, McGraw Hill, Delhi.
6. Bowden J. (2003). *Writing a Report*, Little Brown Book Group, London.
7. Reid, Michelle, (1997). *Report Writing*, Macmillan Education, UK.